

Plan de formation

Introduction in Microsoft Dynamics NAV

Objectif

This two-day instructor-led course examines the basic concepts of Enterprise Resource Planning (ERP), how to personalize the user interface and how to navigate in Microsoft Dynamics NAV. This course also covers typical user tasks in common application areas, such as Finance, Inventory, Purchases, and Sales.

Durée

2 jours (14 heures)

Prérequis

Before attending this course, students must have:

- Basic knowledge of Microsoft Windows and its functionality.

Profil du stagiaire

This course is intended for a partner that sells and implements the Introduction module to customers. The typical partner has an ERP background and is strong in accounting principles.

Plan de formation

Module 1: Microsoft Dynamics NAV as an ERP System

- Lesson 1: ERP System

Module 2: User Interface

- Lesson 1: Back and Forward Button, Address Bar, Search
- Lesson 2: The Ribbon
- Lesson 3: The Navigation Pane
- Lesson 4: The Status Bar
- Lesson 5: Pages
- Lesson 6: The Role Center

Module 3: User Personalization

- Lesson 1: Personalization and Configuration
- Lesson 2: Customize the Ribbon
- Lesson 3: Customize the Navigation Pane
- Lesson 4: Customize this Page
- Lesson 5: Customize a FactBox
- Lesson 6: Customize a FastTab
- Lesson 7: Customize a Chart
- Lesson 8: Customize Parts on the Role Center Page
- Lesson 9: Change the Profile and Role Center

Module 4: Basic Functionalities

- Lesson 1: Use Keyboard Shortcuts
- Lesson 2: Enter and Edit Information
- Lessons 3-10: Basic Functionalities
- Lesson 11: Search Information
- Lesson 12: FactBoxes
- Lesson 13: Post a Document
- Lesson 14: Navigate

Module 5: Master Data for Sales and Purchase Process

- Lesson 1: G/L Account Cards
- Lesson 2: Chart of Accounts Page
- Lesson 3: Customer Cards
- Lesson 4: Vendor Cards
- Lesson 5: Item Cards

Module 6: Process Sales and Purchases

- Lesson 1: Process Flows
- Lesson 2: From Purchase Order to Purchase Invoice
- Lesson 3: Create Purchase Invoices
- Lesson 4: From Sales Quote to Sales Invoice

Module 7: Technology Overview

- Lesson 1: Web Services Support
- Lesson 2: Multiple Client Support
- Lesson 3: Microsoft Dynamics NAV Development Environment
- Lesson 4: Multilanguage Functionality

Module 8: Browse Application Areas

- Lesson 1: Financial Management
- Lesson 2: Financial Reporting and Analysis
- Lesson 3: Marketing
- Lesson 4: Trade
- Lesson 5: Inventory Management
- Lesson 6: Warehouse Management
- Lesson 7: Manufacturing
- Lesson 8: Jobs and Resources
- Lesson 9: Service Management
- Lesson 10: Human Resources